



**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

September 21, 2011

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2012-09

TO: All LaGov HCM Agencies

FROM: Andrea P. Hubbard  
Director

SUBJECT: Changes to the Rule Governing Payroll Deductions

Several changes are being proposed to the Rule governing payroll deductions in order to adjust Statewide Vendor timelines so that they coincide with the new Office of Group Benefits Flexible Benefits Plan year. Technical changes are also being made. The Notice of Intent for the changes to the rule has been published in the September 20, 2011 edition of the [Louisiana Register](#). The final rule should be effective December 20, 2011.

The **major changes** to the rule are to:

1. change the timeframe for the application process,
2. change the timeframe for enhancements to products, and
3. change the timeframe for changes to products.

Below is a list of the proposed changes:

**Technical changes throughout rule to refer to the new name of the statewide payroll system:**

From (Deleted)	To (Added)
Integrated Statewide Information System Human Resource payroll system (ISIS HR)	<b>LaGov Human Capital Management (LaGov HCM)</b>

**The following sections were changed to reflect this:**

§106.J.3.	§114.C.5.d.	§127.B.6.
§106.K.	§114.C.8.b.	§131.A.
§114.C.3.	§114.C.9.	

**Definitions changed:**

1. Administrative Coordinator - "ISIS HR" changed to "LaGov HCM".
2. Agency Number - "ISIS HR" changed to "LaGov HCM".
3. Flexible Benefits Plan Year- "July" changed to "January" and "June 30" changed to "December 31".
4. Integrated Statewide Information System Human Resource Payroll System (ISIS HR) – "Integrated Statewide Information System Human Resource Payroll System (ISIS HR)" changed to "LaGov Human Capital Management Payroll System (LaGov HCM)".
5. Statutory Vendors – "qualified United Way entities and savings bonds" changed to "and qualified United Way entities".

**Sections Revised:**

1. 101. Definitions (See Above)
2. 106. Statewide Vendor Annual Renewal and New Application Process.
  - B.** Written notice of requests for a new statewide vendor payroll deduction or for current vendors to add additional products or to add additional policy forms or service plans under the current products should be sent to OSUP prior to **July** 1 annually, in order for the vendor to receive an application form from OSUP. Applications for the purpose of providing deductions for IRA's, annuities, noninsurance investment programs or group plans are not permitted.
  - C.** On or before **August** 1 annually, OSUP will provide deduction application forms along with instructions for completion to each renewal and new entity on file.
  - D.** On or before **August** 31 annually, renewal and new applications must be completed and submitted to the Division of Administration, Office of State Uniform Payroll, PO Box 94095, Baton Rouge, LA 70804 or 1201 N. Third St, Ste 6-150, 70802.
  - E.** On or before **October** 1 each year, OSUP will conduct a compliance review and shall notify vendors of any products that will be removed due to not meeting the participation requirements in §114.C.3. In a separate letter, the vendor will be notified whether their annual application has been conditionally approved.
  - F.** Between **September** and **April** each year, the EPBC shall conduct a thorough review of all products authorized for deduction and new applications.
  - G.** On or before **April** 1 annually, the EPBC shall issue a summary report of opinions resulting from the annual review of products and new applications, along with recommended actions to the Commissioner of Administration.
  - I.** On or before **May** 1 annually, the Commissioner of Administration shall advise OSUP whether EPBC recommendations relative to current products and new applications have been accepted or denied.
  - J.** On or before **May** 31 annually, OSUP will:
3. 112. Statewide Vendor Requests for Enhancements/Changes to Products.

- A. Requests for enhancements to existing statewide vendor products, policies or service plans must be submitted to OSUP for review and approval by **April 1** and **October 1** annually.
  - 2. OSUP and the EPBC will review the request and notify the vendor of approval or denial by **June 1** and **December 1** annually.
    - a. If approved, OSUP will include in the approval notification the procedures for implementing the enhancement for **July 1** and **January 1** annually.
- B. Notification of policy changes must be submitted to OSUP by **July 1** annually.
  - 2. OSUP will review the information submitted and notify the vendor by **September 30** annually and provide procedures for implementing the policy change for **January 1** annually.

A copy of the Notice of Intent can be obtained from the Office of the State Register's website on [Louisiana Register](#) pages 2820-2822.

Comments regarding the contents of this proposed rule may be submitted in writing to the Office of State Uniform Payroll to the attention of Andrea Hubbard at PO Box 94095, Baton Rouge, LA 70804-9095. All comments must be received no later than 5:00 p.m. October 20, 2011.

If there are any questions on this information, please contact a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

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